

**ADMINISTRATIVE OFFICE OF THE TRIAL COURT  
INTERPRETER DAILY SERVICE RECORD**

Name: _____	Vendor/Customer Code # _____	Date of Service _____
Address: _____ _____ _____	Vendor Invoice # _____	Language _____
<div style="display: flex; justify-content: space-between;"> <div> <b>SECTION A: Interpreting Time</b>  Interpreting Hours: * <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>  Waiting Hours: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>  <small>(No Lunch Time)</small> </div> <div style="text-align: right;"> Total Hours: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span> </div> </div> <p><b>* IF INTERPRETING HOURS IS " 0 " GIVE REASON IN " CASE NAME " SECTION</b></p>		

<b>A.M.</b>	<b>Judge:</b>	<b>Court:</b>
Case Names: _____ Docket # _____ _____ _____ _____		
(Use back for additional Names & Docket #s)		

<b>P.M.</b>	<b>Judge:</b>	
Case Names: _____ Docket# _____ _____ _____ _____		
(Use back for additional Names & Docket #s)		

**COMPENSATION**

<input type="checkbox"/> Certified / Qualified Check one: <input type="checkbox"/> \$300 Full Day <input type="checkbox"/> \$200 Half Day <input type="checkbox"/> Screened Check one: <input type="checkbox"/> \$200 Full Day <input type="checkbox"/> \$125 Half Day  <b>Additional</b> _____ Total <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span>	<b>SECTION B: Mileage and Travel Time</b> Total Miles <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span> x <b>\$ .30</b> = <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span> -50 = <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span> Adjusted Mileage ÷25 = <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span> x <b>\$10.00</b> <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>  Tolls/Public Transportation (Attach Receipts) <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span> Total <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>	<b>SECTION B: Mileage and Travel Time for 2 courts.</b> Total Miles <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span> x <b>\$ .30</b> = <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span> ÷25 = <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span> x <b>\$10.00</b> <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>  Tolls/Public Transportation (Attach Receipts) <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span> Total <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>
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Total Compensation Due (Section A+B)

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**SERVICE CONFIRMATION**

THE FIRST JUSTICE, CLERK MAGISTRATE, COURT LIAISON OR AUTHORIZED SIGNATORY MUST COMPLETE THIS SECTION. I have reviewed and approved the case assignment and attendance information of the above-named interpreter. Please initial attendance confirmation.

_____ Please Print Name	_____ Signature
_____ Title	_____ Date

**VENDOR'S CERTIFICATION**

I CERTIFY THAT THE SERVICES WERE RENDERED AS SET FORTH ABOVE

_____ SIGNATURE	_____ DATE
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**ATTENDANCE CONFIRMATION**

Morning Session  Time In: _____ Time Out: _____	Afternoon Session  Time In: _____ Time Out: _____
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